

WAR SERVICE SUPPLEMENT
OF THE

LIBRARY OCCURRENT

ISSUED BY THE
PUBLIC LIBRARY COMMISSION OF INDIANA

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THE BURDEN OF PROOF.

The times are a challenge to the Public Libraries of America. For years the public library has been claiming that it is the only public institution that can reach and serve all the people. It has asserted that it is more than a means of free recreation and that it can aid any movement for educational and business advance. The participation of the United States in present war has created an unprecedented opportunity for the library to prove its assertion. The librarian of the least initiative imaginable will find so many things demanding to be done that suggestions may seem impertinent. There have been, however, so many valuable hints made in print, and at the recent Conference of the American Library Association at Louisville, that it seems not entirely out of place to collect some of these in a special supplement of the Occurrent for the benefit of those librarians who do not see all the professional library literature or the Proceedings of the A. L. A. Conference.

In the regular July number of the Occurrent, warning was given to librarians against neglecting their library duties for other important war service. This supplement, it is hoped, will justify this warning by showing that a librarian who makes the most of her peculiar opportunities, will have no time for work outside the duties she owes her community as librarian.

Other methods of meeting the special demands upon the library will occur to librarians. The members of the Commission staff will gladly assist any librarian in making or carrying out her plans. Do not hesitate to ask.

A LIBRARY FOR FORT HARRISON.

The Public Library Commission with the approval of Gen. Edwin F. Glenn and of Mr. James E. Rogers, of the U. S. War Department National Commission Training Camp Activities, has undertaken the collection, organization, and general supervision of a permanent camp library at Fort Benjamin Harrison. This library will be the gift of the libraries and citizens of Indiana.

Although Indianapolis is not to have one of the six army cantonments, there will be by October 20,000 or 25,000 men and later there may be as many as 50,000 men at Fort Harrison. The military authorities are enthusiastic in their approval of this plan. They say that three particular forms of recreation and amusement appeal to soldiers in the regular army, moving pictures, boxing matches and reading. Collections of readable books and current periodicals will be especially acceptable.

This library is possible only through the generosity and co-operation of the public libraries of the state. Books and money and volunteer service are needed.

The plan is to collect 10,000 volumes through the libraries of the state; each library acting as the collector for its own community and the neighboring townships. The books collected at each library will be sorted by the librarian, and the suitable ones sent to the Commission at Indianapolis for preparation for the shelves. Fifty volumes should be the minimum contribution of each library and most libraries will be able to collect hundreds or even thousands of good books. If there

are more duplicates or volumes than are needed at Fort Harrison, they will be turned over to the War Committee of the American Library Association, for the use of soldiers at the front, in hospitals, or in the general cantonments.

The basis of selection will be different from that of the most popularly selected public library. Less critical standards will be needed. The purpose is chiefly for amusement, not for education nor culture, and many books can be used that would not be given a place on the shelves of a public library. This does not mean that it will be necessary to accept actual trash; neither does it mean that there is not a real need of good, popular classed books on all subjects. Detective stories, stories of adventure, out-door books, biography, travel, poetry and drama have been found especially pleasing in the camps, also books of a more serious nature in other classes. The main purpose of the library, however, is to furnish amusement, not means of study.

Contributions of money are also greatly needed. Magazines are perhaps even more needed than books, and they must be current periodicals to interest the men and keep them in touch with current events. There should be several hundred or a thousand copies of popular first class magazines subscribed for.

Every librarian will realize that the transportation, preparation and care of these books and periodicals will need money for supplies and other administration expenses.

The plan of operation and organization is outlined as follows: At Fort Harrison the Y. M. C. A. has built and equipped three recreation buildings. Each of these buildings will have shelving for about 3,000 volumes and reading rooms for the men. The Y. M. C. A. attendants in charge have volunteered to care for the libraries under the instruction and supervision of the Public Library Commission. All work of organization will be done by the Commission staff and volunteers from the libraries of the state. The Indianapolis Public Library has offered a room in the old library building where the work of preparation will be done.

Each library is asked to volunteer in the following ways: 1. Donate from your book

fund for this year \$5.00 for every \$1,000.00 of annual income. This is only one-half of one per cent. a small amount for the institution to give to the nation.

2. To collect from your citizens an amount of money at least equal to the library's subscription. If, then, your annual income is \$2,500.00, you are asked to contribute \$12.50 from the library income and collect \$12.50 or more from the citizens. This can be done by personal appeals outside, and by a coin box kept on the charging desk, marked clearly. Put printed slips in each book issued, asking for books and money.

3. To collect new or nearly new copies of books and magazines not older than January, 1917, from your community. To sort these and send the suitable ones to the Public Library Commission. Send no magazines unless the file is complete from January 1, 1917. Each library is asked to send 50 good volumes of fiction, biography, travel, poetry plays, history, or other fitting subjects.

4. To advertise these wants in the local papers, by signs in the library, in stores, and by any other methods suggested to the individual.

5. To volunteer if possible for working a day or more during August or September to help organize this library.

6. To do these things at once so that if possible organization may begin August 1st.

To supplement the work of the libraries, the Committee of State Defense has offered to print in 700 newspapers of the state an appeal to the citizens at large. Each resident of Indiana is asked to give at least 25 cents and one book. The libraries are expected to be the collecting agencies. The instructions printed in the press are:

1. Take all your donated books and magazines to your public library, or to the nearest public library in your county. If you have no library in your county, and cannot reach one, in another county, send books prepaid to Public Library Commission, 104 State House, Indianapolis.

2. Do not give old, worn out books that are of no use to you. Give new clean copies of interesting books for men.

3. Give your money to the librarian of your public library or send it to Henry N. Sanborn, Secretary, Public Library Commission of Indiana, 104 State House, Indianapolis.

4. Do this at once. The books and money are needed by August 1st.

Final emphasis must be placed on the need of clean fresh copies of live books. Discarded books that no one will read, cannot be used. They will merely necessitate a waste of money and labor in transportation and handling.

A report of the work will be made in the October Occurrent.

Will not every loyal resident of Indiana who reads this article do something to help on this work for our boys?

WAR SERVICE LIBRARY WEEK.

The publicity organizer of the A. L. A. Committee on War Service, in charge of Dr. Arthur E. Bostwick of St. Louis, has provided for a committee on War Service Library Week consisting of Carl H. Milam, Chairman, Public Library, Birmingham, Ala.; C. H. Compton, Public Library, Seattle, Wash.; Charles E. Rush, Public Library, Indianapolis, Ind.; Jesse Cunningham, Public Library, St. Joseph, Mo.; Lloyd W. Josselyn, Public Library, Jacksonville, Fla.; Forrest B. Spaulding, Public Library, New York; Joseph L. Wheeler, Reuben McMillan Free Library, Youngstown, Ohio; Louis J. Bailey, Public Library, Gary, Ind.

The work of this committee as already planned, includes: book lists on subjects related to the war and the conditions caused by the war; the publication of a program for the individual library to follow in order to get the co-operation of the business organizations by such means as meetings of employees and employers; speakers, exhibits in business houses, etc.; preparation of newspaper and other publicity articles to be used by libraries in local advertising; designing and printing of three colored posters, numerous placards, and possibly poster stickers for the use of libraries and business houses; writing of standardized letter forms that libraries can use to send to pupils and teachers in the local

schools; the issue of four or more numbers of a War Service Library Week Bulletin to the libraries of the United States and Canada. Other plans will be suggested and adopted as the work of the committee progresses.

Following is a reprint of the preliminary outline of activities proposed for a general library week, the date of which will be set later, probably for September or October. Libraries can be making arrangements so as to be ready for the particular week when it is announced.

WAR SERVICE LIBRARY WEEK

Purpose.

To increase the value of library service as an aid in food production and conservation, military and naval training, munitions manufacture and the other economic, business and industrial questions made prominent by the war.

How Libraries Can Serve.

By increasing our knowledge, as librarians, of the war problems confronting those who do not go to the front.

By familiarizing ourselves with the relative importance in our communities of those problems.

By obtaining (even at a sacrifice, if necessary) the printed matter available on these subjects—in sufficient quantity to meet unusual demands.

By acquainting every member of the staff with the subject matter of these books and pamphlets, to an unusual degree.

By stimulating the use of these resources—both the printed matter and the librarian's special knowledge—by every man, woman and child in every community, who can profit by such use—thus creating unusual demands and making possible unusual service.

How To Create a Demand for Information and Service.

By holding a War Service "Library Week" in all the libraries of America.

By preparing for this in advance, beginning immediately. This can be done in various ways. Here are a few suggestions, some of

which should be applicable in every town or city:

A. Work up your own enthusiasm; realize that it is a patriotic duty and a wonderful opportunity to make folks realize the practical value of libraries.

B. Work up the enthusiasm of your staff and board or committee by meetings and letters—not once but over and over again, keeping them posted on the progress of your plans.

C. Tell local civic and commercial organizations and individuals of your plans for the Library Service Week and ask their co-operation.

D. Begin now to obtain local newspaper publicity.

E. Read the articles in the library periodicals about the library publicity week held in Toledo, St. Paul and Waco.

F. Think out plans and suggestions other than those mentioned below, for making your week a success. Then forward them to the committee so that they may be used by all libraries.

G. Make all other necessary arrangements in advance, including preparation of newspaper articles, signs, posters, exhibits, slides and lists and fill out the book stock to back up the publicity.

What To Do During Publicity Week.

Keep newspapers filled with news articles, book lists, pictures and editorials; also local civic, commercial, religious, labor, manufacture and foreign periodicals.

Get Ad Club members to write full page ads free of charge and get firms to pay for the space.

Have displays in store windows, banks, club rooms, public buildings, etc.

Put temporary branch, doing regular library work for the week, in tent, Chamber of Commerce, department store or vacant building where the crowd is thickest.

Put posters and signs both inside and outside of street cars, on automobiles, trucks, delivery wagons and in hotels, stations, elevators and all other public places. If better posters are not available, use Red Cross and Liberty Bond colored posters, with locally

printed stickers giving publicity week information.

Distribute circulars and book lists in pay envelopes, store and laundry packages, in banks, clubs, public meetings, moving picture theaters, etc.

Send special letters or illustrated circulars telling about the service, both for children and adults.

Have slides in all the moving picture theaters.

Make talks, with assistance of prominent men and women, to all commercial and civic clubs, schools, churches, in machine shops and at employes' meetings.

Have library sermon in all churches on Sunday preceding War Service Library Week; also use church bulletins.

The sub-committee will welcome suggestions and will gladly give out further information.

Address the chairman, Public Library, Birmingham, Ala.

WAR LIST.

To be compiled under the general editorship of Lloyd W. Josselyn of the Committee on War Service Library Week and published by Gaylord Brothers of Syracuse, N. Y., at the following prices:

| | |
|----------------------|--------------------|
| Less than 1,000..... | \$0.30 per hundred |
| 1,000 to 3,000..... | 2.75 per thousand |
| 3,000 to 6,000..... | 2.60 per thousand |
| 6,000 to 10,000..... | 2.50 per thousand |
| 10,000 and over..... | 2.25 per thousand |

Some subjects to be covered by the war lists:

The Conservation of Business Effort:

- (a) In production.
- (b) In marketing.

Food values.

War-time transportation.

Home Economy.

Women and the War.

Red Cross Work.

Constructive Thrift.

Ship-building.

Aviation and Submarines.

Military Training.
 Munitions.
 Canning and Storage of Food Stuffs.
 Vegetable gardening.
 Poultry Raising.
 Social Service in War Time.
 Foreign Trade Expansion.
 War Poems.

LOCAL SERVICE OF THE INDIVIDUAL LIBRARY.

At the Conference of the American Library Association at Louisville, Dr. Herbert Putnam, Librarian of Congress, made a report for the Preliminary Committee on "Our Libraries and the War." He said in part:

"At the outset a distinction may be drawn between the services suggested for libraries individually or in co-operation with the local authorities, city and state, and those suggested for our national association as such. The former would include numerous measures to inform and stimulate the local community, to register its potential energies for service of various sorts, and to aid in correlating these, so as to secure the maximum of efficiency, with the least duplication and waste. It would of course include the record for history of the actual participation of the community in every phase of its war time activities. The latter—the service for the A. L. A. as an organization—would involve a close touch, through a specially constituted committee, with the policies and plans of the federal authorities, the acquisition of information which those authorities desire to diffuse, and a systematic method of diffusing it through out libraries, which, next to the newspapers and periodicals and by means of them, are the best agencies for diffusing it generally.

But there is another form of service which makes a special appeal to us as an organization:—the supply of reading matter to the troops. Such a service was early instituted in Germany, and is performed there by "traveling libraries" for the various army corps, each library consisting of from 1,500 to 2,000 volumes, fitted up on shelves in a car of its own, equipped and sent out from the Royal Library in Berlin. It has been undertaken for the

British troops through no less than four volunteer organizations, a description of which, by Mr. Koeh, will be summarized to you by Dr. Bostwick. It was attempted last year in a very imperfect measure for our troops at the border. That it will be desirable now, and on a vast scale, is obvious. For within a few months we shall have over a half million men in cantonment, training camp, or at the front. Among them will be men hitherto dependent upon books, men trained to the use of books, men untrained to their use but who might, under the unusual conditions, be brought to it, men taken from professions, arts, and trades in which the books supplied might later benefit them, and men of all sorts to whom the inactive hours of camp or field depressing tedium and dangerous temptation, and to whom merely recreative reading would be a saving resource."

The local services to be performed by individual libraries, Dr. Putnam outlined as follows:

"*The Individual Library.* For this, dealing directly and intimately with the public, there is a duty to perform, an opportunity to stimulate, and a possible participation, through its staff and facilities, in the actual conduct of certain activities. It will endeavor to inform its public as to why the United States is engaged in the war, what is to be its participation, what is being done by various agencies—national, state and local—and what is the opportunity (for service) of the latter, and of the individual citizen. In pursuance of this purpose, and in aid of every legitimate stimulus, it will employ all of its resources for publicity; its bulletin boards, its publications, its exhibits, its influence with the local press. It will secure for its own collections and exhibits, and also for distribution to its readers, copies of all publications issued by federal, state or other agencies for instance Food Ordinance which describe what they are trying to do and wish to interest the public in. It will freely lend its rooms for lectures, talks, and organization. It will make prominent collections of selected books; expository, narrative, descriptive, hortatory; and it will issue reading lists, informing and patriotic.

And the collections and lists will by no means be limited to the political, still less to the martial, aspects or incidents of the war. They will, even more especially, illustrate and promote the service open to the ordinary citizen in industry, home economics and relief-work. It may, as in places it already does, aid directly in the registration of recruits, or agencies, for various forms of service. It will, as in cases it has already done, widen its actual loans of books and periodicals to include nearby army posts or outposts; this, independently of the service it may be asked to do in relation to any national effort of this sort. It may even, as in the case of Dayton, proffer the services of members of its staff, without loss of pay, in productive or relief work.

An on the historical side it will have a distinct duty: to gather and preserve every evidence of the participation of its community and of the citizens composing it. The importance of this need is recognized by the creation of a committee of historians which among other efforts will prepare for circulation among our libraries pamphlets describing the material to be preserved most solicitously. [See letter from the secretary of the American Historical Association to the secretary of the A. L. A. appended].

All these various activities are such as would occur to any trained librarian, and need no argument. As illustrations, however, of the actual initiation of some of them by typical libraries, we attach extracts from statements invited from five libraries as to what they are already doing or planning [St. Louis, Springfield, Minneapolis, Dayton and Washington]. Various other forms of services will doubtless develop; and from time to time be commended to libraries by the State Library Commissions.

Useful in themselves for the exigency at hand these services may incidentally strengthen each library with its community by proof that it is something more than a building and a collection of books for normal times; that it is in fact an *organism*, sensitive to new sprung impulses and emergency needs of the community, and not merely responsive to them, but with potential energies within itself, capable of invigorating and guiding the effort to meet

them. It should show that our library system, now an accepted axiom in times of peace, is also an indispensable equipment in time of war, and that the provision for its maintenance and enlargement should be enhanced rather than diminished during the present exigency; as, indeed, its opportunities are, not merely for war time service proper, but for the sort of service that it renders at all times. There is a disposition to forego various social activities and amusements. In proportion as they forego them people will have greater leisure for reading. Numbers of them will be eager to improve their efficiency for "war work" by the study of books of a practical sort. But there will be other cravings also. The gravity of the time tends to seriousness of thought and of purpose and this to the reading of serious books. Any thoughtful consideration of the present issues must take people back into the past, any susceptibility to the times must take them away from the trivial. They will be moved to consider the "philosophy" of things, and in a mood to be affected by the expressions of man in his deeper and most artistic moments. They will be, therefore, peculiarly in need of just what we most rejoice to give them. And they should not be prevented from having it, nor we, in the amplest measure, from giving it.

Your committee concludes with this emphasis not because you have any doubts requiring it, but because there is fear that municipalities may be disposed to curtail appropriations for our libraries, as a measure of war time economy. We can scarcely believe such an intention to exist; but if it does it must be resisted, strenuously.

It would be most illogical. In calling our citizens into its service the state asks them to perfect themselves for it. In certain essentials our libraries offer the best means of perfecting them; and the means they offer are direct, simple, and familiar. They are free. They reach all classes, every community, continuously; yet they are organized in a system which assures them the guidance of a central intelligence and authority. They are the *only* agency which combines these elements.

Our people are urged to refrain from waste in recreation and luxuries. Our libraries offer them a welcomed substitute. They will be called upon for sacrifice, bereavement; to many of them books will yield the best solace.

And meantime they are cautioned against hysteria. The best resistent is books. And a library which furnishes them, profusely yet discriminately, is a great "stabilizer," aiding to keep us aloft and erect in a vortex of dizzying currents and counter currents.

But it is also, with the school system, a fundamental institution of our democracy. It is an essential part of the apparatus which gives our democracy such efficiency as it has. With democracy itself on trial, we cannot afford to have it appear that in a crisis such as this its fundamental institutions are set aside, their normal processes suspended, their normal activities curtailed. Rather should such a crisis bring them into greater relief, a more active operation, and a more evident utility."

As a result of this report, there was appointed an A. L. A. Committee on War Service with Mr. James I. Wyer, Jr., of the New York State Library as chairman. This committee through its sub-committees, will arrange and execute plans of co-operative service by states and individuals libraries in every way possible, including the collecting of books and raising of funds for reading matter for soldiers in the cantonments and elsewhere and probably for library buildings at each cantonment.

SOME SOURCES OF MATERIAL OBTAINABLE BY LIBRARIES.

Note—The Indiana State Library is planning to issue a bibliography of war service literature. Sources and names of lists, not individual titles are included here.

* *U. S. Library of Congress.* The United States at War: organizations and literature, I; comp. under direction of H. H. B. Meyer, Washington, Gov. Pr. Off. 1917.

This is the most useful general list of sources of material on all subjects. Contains U. S. Government War organization; Chronology of events leading up to war; list of auxiliary and

volunteer organizations; 154 entries giving information, bibliographies of departments, organizations, series of publications, and subjects connected with the war. Fully indexed. This is indispensable for every library.

Food Conservation:

*Send to Superintendent of Documents, Washington, D. C., for Price List 11. Food and cooking, canning and cold storage. This is a list of all publications relating to the above subjects, for sale by the Supt. of Documents.

Bascom, Elva—

Economical cookery. (In Wisconsin Library Bulletin April 1917. v. 13, no. 4, pp. 129-31.)

Booklists on food Conservation. (In library Journal, July, 1917, v. 42, No. 7, p. 565.)

Chicago Public Library—

High Cost of Living. (In Book Bulletin, March, 1917, v. 7, No. 3, pp. 31-32.)

Columbia War Papers—

\$3.00 a hundred.

A series of pamphlets on the problems and duties of American citizens in meeting the national needs in the present world conflict published by the Division of Intelligence and Publicity of Columbia University, Walter B. Pitkin and Roscoe C. E. Brown, Editors, Columbia University, N. Y. City. See U. S. at War for List.

Farmers' Bulletin—

See Supt. of Documents price list. Get on mailing list.

Ladies' Home Journal—

How to can fruits, vegetables and meats. 1916.

Library of Congress—

Bibliography Division. List of references on the conservation, production and economic use of foods.

Copies sent to libraries free on application.

Massachusetts Agricultural College, Amherst, Mass.

List of available Farmers' Bulletins.

SUMMARY OF SUGGESTIONS.

1. Help the state movement, with books and money, to provide a library for Fort Harrison and reading for the soldiers elsewhere.
2. Plan a War Service Library Week according to outline of the A. L. A. Committee.
3. Give publicity, by bulletin board and distribution, to special literature, on war, food conservation, conscription, Red Cross, etc.
4. Give free use of library assembly and committee rooms to all organizations: as Red Cross, Conscription Board, State Committee of Defense, etc.
5. Collect and preserve every possible bit of information as to the part your community is playing in the war: as names and history of individual soldiers, patriotic meetings, contributions to Red Cross, subscriptions to bond issues. If this information is not in print, have it written and kept.
6. Collect and advertise on bulletin board and elsewhere, books, pamphlets, and other material on food production and conservation, and all subjects made important by the war.
7. Encourage university extension courses and lectures, and other lectures in library—on cognate subjects.
8. Help organizations with filing and systematization of records. Instruction and advice may be given if the actual work can not be done by the library staff.
9. Have cheerful helpful books for those who have sons and relatives at war, or who otherwise need cheer.
10. Keep looking for suggestions in every possible quarter, devise your own ways of service, and send the new suggestions to the Public Library Commission, so that others may know what you are doing.

